

Gaithersburg Police Department



Annual Report **2002**

SERVICE ★ INTEGRITY ★ RESPECT



Letter from the Chief

On behalf of the men and women of the Gaithersburg Police Department, I am pleased to submit the Annual Report for 2002. Our Annual Report is intended to be a resource, not only for elected and appointed officials, students, and law enforcement professionals, libraries and journalists, but also for the people who live and work in the City of Gaithersburg.

The Gaithersburg Police Department is a nationally-accredited law enforcement agency staffed by dedicated men and women who are committed to maintaining the highest degree of professional standards.

All members of the Department strive to maintain and create innovative programs that are responsive to the needs of the community. Department members at every level actively work toward the goal of improving the quality of life of everyone in the City.

This report contains a description of activities highlighting specific achievements and community outreach initiatives.

I am proud of the accomplishments and successes we achieved together in 2002.

I am particularly proud of our agency and community's response to the tragic events surrounding the serial sniper assaults throughout October. Our citizens provided invaluable information throughout the ordeal and our members responded with professionalism and courage.

I want to express my personal appreciation to our citizens, the City's elected and appointed officials, and the members of the Gaithersburg Police Department for their continuing dedication to making Gaithersburg a great place to live, work, learn and play.

Mary Ann Viverette
Chief of Police



I. Mission, Values and Vision

The Gaithersburg Police Department is an internationally-accredited law enforcement agency that shares responsibility for services with the Montgomery County Police, providing coverage 24 hours a day, 365 days a year. The Department responds to calls as necessary and utilizes community action teams, when appropriate, to solve problems and deal with issues affecting the safety of all City neighborhoods.

Located at 14 Fulks Corner Avenue in Olde Towne Gaithersburg, the Police Facility is open to walk-in customers from 8 a.m. to 9 p.m., seven days a week.

Our Mission

We are committed to protecting life and property, improving the quality of life for all people, and protecting City interests.

We will accomplish this by:

- Working with our community, City departments, and other government agencies
- Developing and implementing proactive strategies
- Growing to keep pace with our community
- Maintaining a workplace which promotes equal employment opportunities, respects employees as individuals, and fosters teamwork.

Our Values

We are committed to professionalism through:

Service -- Providing quality service and protection to all people in an efficient and competent manner, tempered with courtesy, compassion and understanding.

Integrity -- Upholding the public trust through honest, consistent and forthright interaction with all people, fostering an atmosphere of mutual trust and cooperation.

Respect -- Treating all persons with dignity and respect by promoting equality and fairness in upholding the Constitutional Rights of all people.

Our Vision

We will seek to function as a team with City departments, other government agencies and our community, to provide innovative, effective and efficient service to improve the quality of life for all people.



II. History of the Department

On April 1, 1963, a resolution creating the Gaithersburg Police Department was signed by Mayor Merton F. Duvall. This resolution specified a traffic unit to be created within the Department; however, such a unit was not formed until approximately 1983.

Chief David Marstiller was the first Chief of Police, although there are references to a "Town Marshall" in the minutes of Town Council Meetings prior to 1963.

The town budget for FY 64 included "police protection" salaries for the solitary officer amounting to \$4,000, and equipment purchases of \$500.

Over the years there would be several chiefs of police: James Tassie, formerly of the Rockville City Police Department; Marson Johnson, who had been an officer in Michigan; John F. DeVries and George Fusco, both of whom had retired from the Montgomery County Police Department as Lieutenants; and the current Chief, Mary Ann Viverette. Chief Viverette came to the Department from the Montgomery County Sheriffs Office where she was a deputy sheriff. She was promoted through the ranks and attained her promotion to Chief in 1986.

The Department grew from an authorized strength of three sworn officers and one civilian clerk in the early 70's when the City's population was 7,000, to its complement of 35 sworn officers and four civilians. The majority of that growth occurred from 1986 to 1998 under the direction of Chief Viverette.

It was under the administration of Chief DeVries



that the City Police began to operate under its current system of dispatch through Montgomery County Police. As a retired Montgomery County Police Lieutenant, DeVries was in a position to work with the County Police in a way which previously had not been possible.

While the department sent an untrained officer to a police academy in 1971, that was not to occur again until 1990. During the interim 19 years, only experienced officers from other agencies were considered for employment with the department.

The majority of the Gaithersburg Police Officers have come from other agencies. The experience of these officers comes from agencies such as: Montgomery County; Washington, D.C.; United States Secret Service; Montgomery County Sheriffs Office; Maryland National Capital Police; and Baltimore City, to name a few. This diverse group of officer experiences has resulted in an agency made up of highly-trained officers with a wide variety of special abilities.



III. Accreditation

The Gaithersburg Police Department has been an accredited law enforcement agency since 1993 after an independent assessment team reviewed our compliance with several hundred standards that relate to operations and administrative functions. A voluntary program, the department became the 258th law enforcement agency in the United States to become nationally accredited. Coordinated by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), the standards were developed by four major law enforcement leadership groups: The International Association of Chiefs of Police (IACP), the National Sheriffs Association (NSA), the National Organization of Black Law Enforcement Executives (NOBLE), and the Police Executive Research Forum (PERF).



Striving for professionalism and continuous improvement, all members of the Department operate by the accreditation standards on a daily basis because the standards represent "best practice," and because it is the way we do business.

The Department was reaccredited in 1998 and 2001 demonstrating to independent assessors that compliance with the standards has been maintained. The Department's accreditation efforts are scheduled for its next on-site assessment in April 2004.

IV. The Department in 2002

Sniper Incidents

On October 2 and October 3, 2002, the Montgomery County area experienced a shooting spree like no other seen in recent memory as five victims were fatally shot while taking care of everyday business. In the interest of protecting the citizens and being ready to respond to what appeared to be a rapidly escalating situation, a full activation of the Department's Emergency Mobilization Plan was ordered.

For three weeks in October communities were on edge in the entire Metropolitan Washington area as more shootings occurred in various locations around the County. Individuals from all walks of life were fatally shot, apparently chosen at random.

Anxieties in the County increased and many community, school and outdoor activities were restricted, or in most cases, cancelled. Gaithersburg Police Officers, working extended shifts, provided enhanced visibility and coverage. These officers alongside Montgomery County Police made numerous traffic stops and responded diligently to citizen concerns.





V. Staffing

By Position

POSITION	AUTHORIZED	ACTUAL
Chief of Police	1	1
Lieutenants	2	2
Sergeants	6	6
Administrative Director	1	1
Master Police Officers	19	18
Senior Police Officers	4	4
Police Officers	3	3
Victim Advocate	1	1
Office Manager	1	1
Police Services Aide	1	1
Part-Time Personnel	3	3
TOTAL	42	41

By Assignment

POSITION	Office of the Chief	Operations Bureau	Administrative Bureau
Chief of Police	1		
Lieutenant		2	
Sergeant		6	
Administrative Director			1
Investigator		1	
Police Officers		24	
Victim Advocate		1	
Office Manager			1
Police Services Aide			1
Part-Time Personnel			3
TOTAL	1	34	6



VI. Administrative Bureau

The Administrative Bureau of the Gaithersburg Police Department is responsible for the day-to-day operations of the Department's office. Providing support to the Office of the Chief of Police and Operations Bureau, personnel assigned to the Administrative Bureau assist citizens who call or visit the police facility.

Personnel assigned to the Administrative Bureau are responsible for a variety of tasks that include:

- Records Management
- Report Review and Quality Assurance
- Accreditation
- Crime Analysis and Statistics
- Data Entry
- Policy Research and Development
- Court Liaison
- Cash Management



Located at 14 Fulks Corner Avenue in Olde Towne Gaithersburg, the police facility's lobby services are available from 8 a.m. to 9 p.m., seven days a week throughout the year.

The following lobby services are available, some of which require a nominal fee.

- Fingerprinting for jobs, security clearances, etc.
- Obtaining a copy of a traffic collision report
- Payment of a parking violation notice
- Obtaining a variety of free pamphlets, brochures, literature, and other information.

Community Outreach Programs supported by GPD

♦ Victim Advocacy and Assistance

The Department's Victim Advocate worked closely with victims and witnesses. Upon receiving a copy of an officer's incident report (generally within 24 hours) the Advocate familiarized herself with the case and contacted the victim to offer further assistance, determine any special needs the victim might have and act as a resource. The Advocate accompanied victims to court proceedings, if necessary, and helped the victim complete forms and other court-related papers while guiding them through the criminal justice system.

Fluent in Spanish, the Victim Advocate added another dimension to the Department's community outreach efforts by providing support and assistance to the City's growing Hispanic population. Unfortunately, the victim advocate recently resigned her position to move out of state.





♦ **Youth Programs**

The Department provides support to the community by participating in partnerships with local schools, businesses and the Chamber of Commerce.

Officers participate in the **Read Aloud Program** by reading books to elementary students. This program demonstrates to students the importance of reading and how being able to read well lends to success in any given profession.

The **Student Mentor Program** teams professionals from various segments of the community with certain students that might need guidance from adults other than their parents and teachers. Officers often participate in this program to help steer youth in the right direction.

♦ **Citizen Police Academy**

The Police Department sponsors a Citizen Police Academy where citizens learn about law enforcement techniques and practices, traffic collision investigation, patrol operations, drug enforcement, crime prevention, community policing, and other topics. The program is open to all area residents age 16 or older. Admission is free, but there is a limited number of spaces available. The program, in its eighth year, continues to provide citizens with a comprehensive understanding of the law and law enforcement techniques.

♦ **Ride Along Program**

The Ride Along Program offers citizens an opportunity to accompany a uniformed officer on patrol to experience law enforcement practices firsthand from the officer's perspective. The program is open to citizens 16 years of age or older.

♦ **Chief's Advisory Council**

Established in 1998 by the Mayor and City Council, the Chief's Advisory Council is comprised of 19 members from the community. It facilitates the flow of information between the community and the Police Department. Members of the Chief's Advisory Council keep the citizens informed of changes in the Department's policies and procedures that affect the community.



♦ **Watch Your Car Program**

The Department is a participating agency in Maryland's Watch Your Car Program. During 2002, several vehicles were registered in this free vehicle theft prevention program. The program involves a vehicle's owner authorizing any police officer to stop the owner's vehicle should they observe it being driven between the hours of 1 a.m. and 5 a.m.

By registering their vehicles in the program, owners certify that, except in an emergency, the vehicle is not normally driven in the early morning hours mentioned above. Officers determine program participants by looking for reflective stickers on both the front and rear windows of the vehicle.





VII. Operations Bureau

The Operations Bureau of the Police Department is on patrol 24 hours a day throughout the year. The primary function of this bureau is protection of life and property through aggressive motorized, bicycle and foot patrols.

The Operations Bureau consists of six patrol shifts, each assigned to a permanent set of hours. The day shifts work from 6 a.m. to 4 p.m., the evening shifts work from 4 p.m. to 2 a.m. and the midnight shifts work from 8 p.m. to 6 a.m. Operations Bureau personnel work in partnership with the community in many ways at special events and in solving problems in "hot spots."

Gaithersburg Police Officers are dispatched through the Montgomery County Police communications center in the same manner as Montgomery County Police Officers. Through agreement with the Montgomery County communications center, Gaithersburg Police Officers are dispatched to all calls within the City when they are available to respond.

If a City Officer is not available, a Montgomery County Officer is dispatched. In many instances when response by two officers is appropriate, City and County Officers are dispatched to respond for the same call for service.

Traffic Enforcement and Education

Enforcing the traffic laws and educating motorists about traffic safety was a priority for the Department in 2002. During the year, officers issued more than 8,000 traffic citations, about 1,500 of which were issued in conjunction with the Department's *Selective Traffic Offense Program* (S.T.O.P.). Selected traffic enforcement activities consisted of issuing citations and warnings at select locations in the City. More than 1,300 written warning notices were issued.

Taking into account suggestions, comments, and complaints from community/neighborhood members, Mayor and Council Action Items, and officer input, more than 30 locations in the City were specifically targeted for S.T.O.P.'s selective enforcement. To complement selective enforcement efforts, the mobile speed board was placed in several locations. While it was active in a given area, officers were able to work other areas.

In 2002, there were more than 1575 traffic collisions/accidents in the City of which 1212 resulted in property damage, 363 resulted in injuries, and 2 resulted in fatalities (3 deaths). Consistent



with previous years, the two most prominent violations that caused or contributed to accidents were speed-related and right-of-way-related. Enforcement activities resulted in an increase in drunk driving arrests. There were 168 arrests for drunk driving.



Community Outreach Programs supported by Operations Bureau

♦ **Vacant Dwelling Check Program**

City residents who leave town for three or more days have one less thing to worry about. The Department's vacant house check continued in 2002 as citizens requested City officers check their homes while vacant. The program is designed to deter burglary and potential criminal activity while providing homeowners with peace of mind while away on business or vacation.

♦ **Security Surveys**

Home and business security surveys were conducted by specially-trained Officers in 2002. Officers, trained by the Maryland Crime Prevention Institute, assist homeowners, apartment residents, and businesses to identify potentially vulnerable areas of their home or business. Practical solutions are then discussed to make the residence or business less susceptible to crime.

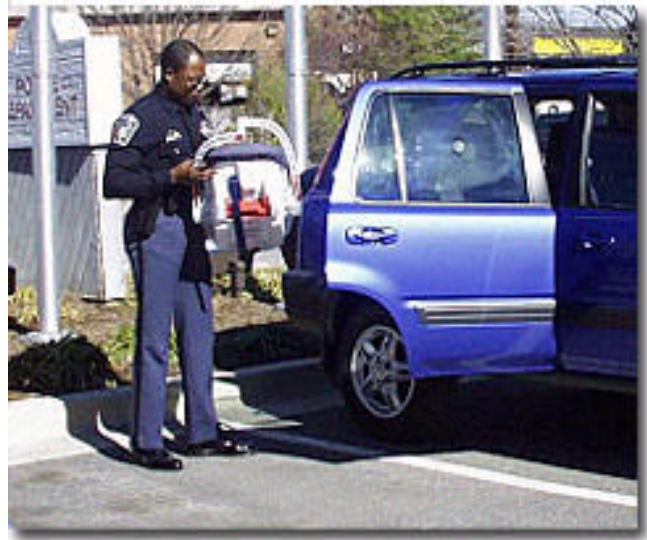
♦ **Investigations**

The Department maintained the investigator position to follow up on cases. The work of the investigator in conjunction with patrol officers continued to enhance the quality of service the Department delivered throughout 2002.

♦ **Neighborhood Watch**

The Department encourages residents to participate in the Neighborhood Watch Program. Officers meet frequently with citizens groups to share concerns and information about neighborhood activities. Statistics and other information is provided to neighborhood community leaders.

By working in partnership with members of the community and educating them in the concepts of Neighborhood Watch, criminal activity can be reduced.



♦ **Child Safety Seat Inspections/Installations**

The Department has several officers trained to inspect or install child safety seats. During 2002, officers installed or inspected more than 500 seats as part of organized safety seat installation checkpoints and one-on-one appointments at the Gaithersburg Police station.

The Gaithersburg Police, in partnership with Montgomery County and the Gaithersburg Washington Grove Fire Department, also held a Child Safety Seat and Occupant Protection Seminar. The seminar covered the proper installment of safety seats as well as advice on how best to protect your family while traveling by car.

On September 29, 2002, the Department held a Child Safety Seat Check at the Wye Commuter Lot. Safety seats were installed and free seats were distributed to families who demonstrated a need.



♦ **Bicycle Patrol**

Officers patrolled on bicycles and on foot in areas of special concern or demonstrated need for extra attention. The primary purpose of bicycle patrol is to improve the quality of life in the communities in which they are assigned by interacting directly with citizens. Bicycles allow officers to patrol in areas and go into places unsuitable for conventional vehicles.

♦ **National Night Out Against Crime**

The Department participated in the City's National Night Out Against Crime Observance, held August 6 in four area parks.

The event is designed to heighten crime and drug prevention awareness and strengthen neighborhood spirit and police-community relations.

Department staff fingerprint children, staff information booths and tables, and answer questions regarding the Police Department and City services.



♦ **Gaithersburg Apartment Liaison Officer Program (G.A.L.O.P.)**

The Gaithersburg Apartment Liaison Program (G.A.L.O.P.) was implemented in 1997 to ensure more open communication between police officers and apartment complex resident managers. Officers work closely with the City's Neighborhood Services Division and resident managers to solve problems, reduce crime, and reduce the number of calls for service in complexes.

♦ **Crime Prevention Through Environmental Design (C.P.T.E.D.)**

This program is based on the concept of building in crime prevention features during initial construction. Officers meet with builders or architects, plans are reviewed, and appropriate suggestions are made with crime prevention in mind. Consideration is given to such things as the placement of shrubbery and lights for optimum safety.

Officers have been trained in C.P.T.E.D., and they conduct surveys as appropriate. They also are members of the City's Design Review Team.

♦ **Youth Programs**

A number of youth programs were supported by officers including D.A.R.E. and Afterschool Recreation Programs.

Six specially trained uniformed officers taught the **Drug Abuse Resistance Education (D.A.R.E.)** program to all fifth graders at the eight elementary schools in the City.

The Department continued to support the City's **Afterschool Recreation Programs** as well as other youth programs where officer participation would be beneficial.

Officers interacted with program participants fosters an atmosphere of mutual trust and respect.





VIII. Technology

During 2002, the Department's continued to utilize new technologies to deliver the highest quality customer service. In-car video camera systems and mobile data computers assisted officers on a daily basis during their patrols.

In-car video cameras capture events as they unfold, record evidence and assist officers in their court testimony. All traffic stops made by officers operating video camera-equipped vehicles are audio and video recorded.

The mobile data computers (MDC) bring computer files and records to the officer's fingertips as they patrol the City. What were once available only to the dispatcher or station personnel viewing a desktop computer monitor, officers on patrol have access to the computer files they need right from their vehicles. And, being able to access these files and records, coupled with the capability to communicate car-to-car, reduces radio "air-time" by officers and promotes officer safety.



IX. Awards

Employee of the Month Awards

Sworn and non-sworn employees are nominated by their supervisors or co-workers for performance above and beyond what is expected of them. Nominations are reviewed and a selection is made by the Department's Command Staff.

2002 Employees of the Month

January - Officer Alex Patapis for a drug arrest in which a significant amount of marijuana and cash was seized

February - Officer Rudy Wagner for his investigation of a suspicious vehicle in the Kentlands. This resulted in the arrest of two subjects that had broken into numerous cars and the recovery of a significant amount of stolen property; and Officer John Leache for stopping a mentally unbalanced subject from assaulting Fire/Rescue personnel.

March - Officer Shawn Eastman for recognizing a suspect from a video previously viewed during a theft call, spotted the subject at a later time and arrested him.

April - Sergeant Mary Whalen and Officer Robert Wilkes for their investigation of a series of burglaries at Kelley Park resulting in five juveniles being charged.

May - Officer John Leache for a routine car stop that turned into a pursuit, the arrest of suspects wanted for armed robbery and the recovery of a handgun.

June - Officer Curtis Pettaway; while en route to work he spotted a vehicle that had just been taken in a carjacking and directed units to the area where they apprehended the suspects without incident.

July - Officer Rudy Wagner for his apprehension and investigation into a series of arsons in the Kentlands resulting in the arrest of five juveniles.

August - Officer Alex Yokley for his investigation and assistance during an accidental shooting in Bennington.

September - Detective Pat Word for his actions in apprehending a subject wanted in a violent rape in the Rosemont area.

October - Officer Curtis Pettaway for his response to an investigation of an animal cruelty/dog fighting case in the Kentlands.

November - PSS Charlie Burkey for ongoing excellent performance as well as his willingness to cover the front desk shifts on short notice.

December - Detective Pat Word for the assistance he provided the US Park Police in a homicide investigation on the C & O Canal. He was able to identify subjects ultimately charged with the crime.



Recognition Awards

In promoting an atmosphere that strives for continuous improvement, the Department strongly believes in rewarding its members when they provide a service or perform an act that is well above what is expected or required. The following members of the Department were recognized for acts of bravery and courage, and for otherwise outstanding work involving incidents in 2002:

- The 2002 Chiefs' Challenge Award was presented to the Gaithersburg Police Department in recognition of outstanding contributions to injury prevention and lifesaving efforts to increase safety belt use in Maryland. The Department participated in the "Click It or Ticket" program as part of Operation ABC Mobilization: America Buckles Up Children. In April more than 300 motorists were cited for not wearing their safety belts or for not having their passengers, including young children, properly restrained and in some cases not restrained at all.
- The D.A.R.E. Team (Director Don Pike, Officers Everett Cammack, Ray Campbell, Lester Rice, Robert Wilkes, Bobby Blackmon, Randy Rude, and Sergeant Mary Whalen) were nominated for a quarterly award for the exceptionally high quality and quantity of work performed over the past 12 years. During this time, officers have taught the Drug Abuse Resistance Education Program to fifth grade students in all the City elementary schools. As such, they have reached out to more than 800 students each year. The D.A.R.E. officers volunteer for this position, giving countless hours of their own time. The D.A.R.E. Team members were commended for all their hard work and dedication over the past 12 years, their consistent display of enthusiasm and pride, and their positive interaction with our children.
- The Police Department (below the rank of Lieutenant), and the Administrative Support Staff were nominated for a quarterly award for their exceptional performance during a sustained period. During the sniper attacks in the metro area officers were called back to duty with no notice and they responded in large numbers. Officers worked many additional hours, had their schedules changed with no notice and all days off were cancelled. During this time, our officers were present at every school within the City limits to assure parents that their children were safe. Officers not only responded to many more calls for service, they also responded to hundreds of suspicious vehicle sightings attributed to these events, manned road blocks, conducted surveillances, performed dozens of high risk traffic stops and maintained a highly visible presence to ensure the safety of the citizens of Gaithersburg. During this highly-stressful time officers maintained their professionalism and a positive attitude and were ready to accomplish what needed to be done. The Police Department members involved in the sniper detail were commended for their continued vigilance, dedication and professionalism.
- On December 18, 2002, four Gaithersburg Police officers were recognized by the Gaithersburg-Germantown Chamber of Commerce at a ceremony in Asbury Village. Officers Curtis Pettaway, Rudy Wagner, Robert Wilkes, and John Leache were chosen from the Employee of the Month nominations for performance above and beyond what was expected of them.
- In October 2003 Officers John A. Jordan and Curtis Pettaway received awards for their efforts in the Smooth Operator Campaign, a regional anti-aggressive driving program.



X. Training

During 2002 all Department employees received training to enhance their skills, knowledge and abilities. All personnel received training in the issues and legal aspects of bias-based policing.

By Maryland Police and Correctional Training Commission regulations, all sworn officers are required to attend and successfully complete at least 18 hours of on-going classroom or "in-service" training each calendar year and to demonstrate their proficiency with each and every weapon they are authorized to carry.

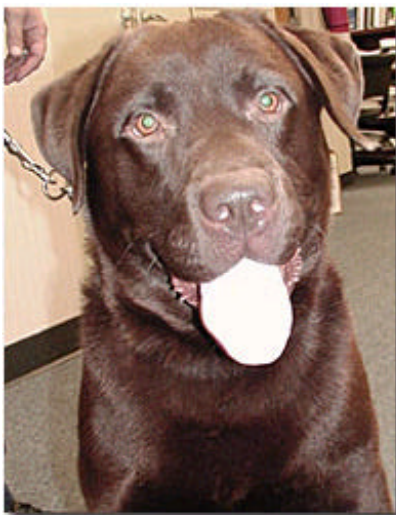
Gaithersburg Police Department officers are required by department procedures to complete firearms training on a quarterly basis. Typically, Gaithersburg officers far exceed the 18-hour requirement and 2002 was no different. Through attendance at mandated trainings in defensive tactics, weapons qualifications, classroom in-service, roll-call, and elective seminars, workshops and conferences, each officer averaged nearly 100 hours of training during 2002.



XI. Narcotics K-9

In October 2002, the Gaithersburg Mayor and City Council passed a resolution authorizing the acquisition and training of a narcotics dog for the Gaithersburg Police Department.

The City was awarded a Local Law Enforcement Block Grant from the Governor's Office of Crime Control and Prevention which, along with a cash match from the City, allowed the department to acquire and train a dog to be utilized for narcotics searches in vehicles, houses, buildings and open areas in Gaithersburg.



The Department's new K-9 employee, Buddie, a 19-month-old Labrador retriever was acquired from the United States Customs Department. Buddie and his partner, Officer Wilkes, completed an intensive eight week training program with Montgomery County Police. Buddie started regular patrol work around the beginning of 2003.

An existing Gaithersburg Police vehicle was equipped with a special insert in which Buddie rides, a Hot Dog system which alerts the Officer if the vehicle gets too hot for the dog and a Mobile Data Terminal.



XII. Statistics

Calls for Service	25,145
Traffic Citations	8,033
Safety Equipment Repair Orders	247
Adult Arrests	588
Juveniles Taken Into Custody	109

Part I Offenses

Crime	2001	2002
Murder	1	2
Rape	12	17
Robbery	79	82
Aggravated Assault	136	102
Burglary	261	334
Theft	2,355	2,232
Vehicle Theft	307	281
Total	3,151	3,050

Internal Affairs

The Department investigates all complaints made against the Department or its members. During 2002, there were 14 occasions when a member's conduct was questioned, seven of which resulted in an internal affairs investigation, as follows. The remaining seven instances, after an initial inquiry was conducted, did not merit a formal internal affairs investigation.

Member Status	Offense	Investigation Result
Police Officer	Rule Violation	Unfounded
Police Officer	Biased Based Policing	Unfounded
Police Officer	Biased Based Policing	Unfounded
Police Officer	Rule Violation	Unfounded
Police Officer	Rule Violation	Unfounded
Police Officer	Rule Violation	Sustained
Police Officer	Discourtesy	Sustained

GAITHERSBURG POLICE DEPARTMENT

